

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, August 19, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, August 19, 2019** at 6:31 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Konnie Kuiper, Mark Herak and Steve Wagner were present. The Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. A quorum was attained.

Officials Present: Rhett L. Tauber, Town Attorney; and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additional Officials Present: Patrick Krull, School Board Representative to Redevelopment Commission; Ed Dabrowski, IT Consultant (Contract); Larry Kondrat, Board of Waterworks Directors; Dawn Wolak and Liz Breslin of the Community Events Commission; and Richard Underkofler of the Tree Advisory Board were present.

Guests: Robin Carlascio of the Idea Factory was also present.

General Substance of Matters Discussed.

1. *Requested amendments to the current Tree Ordinance requested by the Tree Advisory Board. (See letter from the Tree Board Secretary and the accompanying sample ordinance)* Richard Underkofler, Secretary to the Tree Advisory Board reviewed with the Town Council and the Town Clerk-Treasurer a proposed amending ordinance to the Highland Municipal Code to place the authority for approving the authorized tree species instead of having it fixed as a part of the code, adopted by ordinance of the Town Council.

Mr. Underkofler also provided a recommended modified tree species list that was updated from the current one that would likely be adopted by the Tree Board should the proposed changes to the code be adopted by the Town Council.

Further, Mr. Underkofler shared changes to the existing chapter creating the Tree Board that arose from a recent conference attended by the Board regarding Tree Boards and their role in communities. Mr. Underkofler further explained how the proposed amendment would remove advisory from the current name of the board, and would confer authority to adopt recommended tree species for public property. Further, Mr. Underkofler suggested as provided in the enrolled amendments, that the Tree Board be part of the general review of any proposed development that may be filed with the Town, to offer guidance on tree species for private developments as well.

Finally, Mr. Underkofler reported on the recent success in receiving grants from the Highland Community Foundation and NIPSCO on obtaining approved trees to be distributed and planted in town.

The Town Council President indicated that a clarifying modification regarding the private-public review being sought should be included in the draft and then circulated with the Town Council.

2. **Discussion regarding a filed request for additional appropriations: Special Sanitary District Special Operating Fund, to cover the added cost related to the contract price change with Republic, funded in part by the rate increase (\$151,000) and in the Solid Waste District Grant Fund. (\$52,760)** The Clerk-Treasurer reviewed with the Town Council the requests that were filed by the Public Works Director and for which the Town Council will be asked to authorize publication of legal notices for a public hearing on proposed additional appropriations in the funds discussed.

It was noted that for the Sanitary District Special Operating Fund, the additional appropriation was necessary to have permission to spend sufficient to cover the newly approved solid waste curbside collection agreement, approved by the Board of Sanitary Commissioners.

The Clerk-Treasurer provided a summary of the current budgetary plan for each fund, taking into account the proposed additional appropriation. These are shown as follows:

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3. **Discussion regarding possible Fall Festival or Event and the Community Events Commission.** Mrs. Breslin and Mrs. Wolak as members of the Community Events Commission expressed concerns for plans that were approved by the Community Events Commission but not also approved by the Town Council for a Fall event, that would feature music, and amusement rides. The discussion explored further concern about agreements being sought but not finalized without consultation regarding the sufficiency of the budget for these activities.

There was an extended colloquy by and between the Town Council members and the members of the Community Events Commission regarding the appropriate process for establishing a new event, the prospect of any event scheduled for September 26, 27 and 28 competing with neighboring communities' established regional events, and a review for process.

The Town Council noted that the Highland Municipal Code chapter establishing the Community Events Commission, identifies the Town Clerk-Treasurer as the purchasing agent and the Highland Town Council as the purchasing authority.

Councilor Vassar and either Councilor Zemen or the Town Council President, would follow-up with the President of the Community Events Commission and discuss the event and share their concerns.

Finally it was noted that *Brew Fest*, 8347 Kennedy Avenue, Highland, was conducting a Community Events Commission Fund raising night, on Sunday, September 22, from Noon to 3: 00 p.m. A percentage on a portion of all sales made that day would be donated to the Community Events Commission.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, August 19, 2019**, was adjourned at 7:05 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer